



**Directors' Forum**  
**Monday & Tuesday, December 4-5, 2017**  
The James B. Henry Center, Lansing  
3535 Forest Road, Lansing, MI 48910

**REGISTRATION FORM – Attn: Monique Francis**

<b>REGISTRATION FEE</b>			
Fee provides you with all materials, breakfast and lunch (5 <sup>th</sup> only) all breaks, AND Social Hour!			
<u>YOU MUST CHECK ONE</u>	<b>December 4 ONLY</b> (1pm-5pm, meeting & snack)	<b>December 5 ONLY</b> (9am-3pm, both meals)	<b>BOTH DAYS</b>
<b>In Person Rate</b>	<input type="checkbox"/> \$115	<input type="checkbox"/> \$115	<input type="checkbox"/> \$230
<b>By Phone Rate</b>	Please email Monique at <a href="mailto:mfrancis@cmham.org">mfrancis@cmham.org</a> if you wish to participate by phone.		

**3 EASY WAYS TO REGISTER!!!!**

Email your registration to [mfrancis@cmham.org](mailto:mfrancis@cmham.org) ~ FAX: 517-374-1053

~ OR BY MAIL: MACMHB, 426 S. Walnut, Lansing, MI 48933

OR

**REGISTER ONLINE AT <http://tinyurl.com/DirectorsForumDecember>**

(Please Type or Print)

First/Last Name: \_\_\_\_\_ Title: \_\_\_\_\_

Agency/Board: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Billing Address (if different than above address): \_\_\_\_\_

Emergency Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

**Special Needs:** If you have special needs please specify: \_\_\_\_\_

Arrangements for special needs will be honored for those written requests received 10 business days prior to the training.

**Cancellation Policy:** Substitutions are permitted at any time. While there is no charge to cancel your registration, we request written notice be emailed to [mfrancis@cmham.org](mailto:mfrancis@cmham.org) so that others may be allowed to participate, who may have been turned away due to room limitations.

**Overnight Information – Candlewood Suites, Lansing**

To reserve an overnight room call 517-351-8181 and mention code DI-4 to get the group rate of \$95 (studio) or \$135 (1-bedroom) plus applicable taxes.

**Payment Method:**

**Beginning in 2017, payment will be required prior to attendance.** Payment methods available in advance and onsite: credit card, check or exact cash. If payment has not been received prior to the event, fees will be collected at registration the day of the event unless alternate arrangements are pre-approved by CMHAM. NOTE: Purchase orders are not considered payment. All no shows will be invoiced the full registration amount.

- Check Enclosed:** Make payable to MACMHB and mail to 426 S. Walnut Street, Lansing, MI 48933
- Credit Card:** MACMHB uses PayPal to process all credit card payments. A PayPal account is *not* required. After you send in your registration, go to [www.macmhb.org](http://www.macmhb.org); click on "Services," click on "Make a Payment," then follow the prompts to complete the process. *If registering online, credit card payment will be during the registration process.*

**Questions? Contact Monique at (517) 374-6848 or [mfrancis@cmham.org](mailto:mfrancis@cmham.org)**